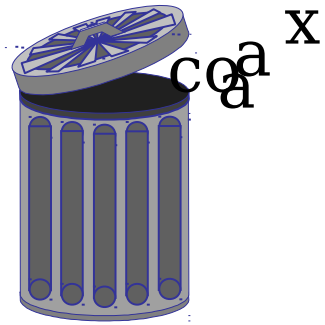
# Guide To Coding DCIPS Personnel Actions

- These Charts Should Be of Interest to Human Resource Specialists
- Authority for Personnel Actions Differs from title 5, Competitive Service
- Number of DCIPS Unique Codes Used
  - Some Personnel Actions Require Different Coding Practices

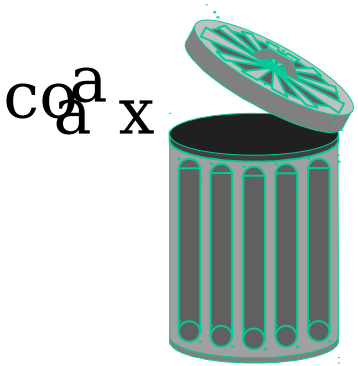
***To see "Note Pages" for more detailed information – download this PowerPoint presentation to your hard drive, then click the "View" button in the PowerPoint tool bar***

# DATA QUALITY; WHY IMPORTANT?

**Erroneous Data In...**



- Changing Environment
- Management Decisions
- Personnel Actions
- Reporting



**Erroneous Data Out...**

# DCIPS Positions…..
# Establishing/Identifying

| Data Element | Required Value |
| --- | --- |
| Intelligence Position Ind | DCIPS |
| Position Occupied | Excepted Service |
| Bargaining Unit Status | Not Applicable |

# Legal Authority Code for DCIPS Actions
# UAM/10 USC 1601

## 1987 OPM Memorandum Created/Approved UAM with the Following Nature of Actions (NOAs)

| | |
|---|---|
| Appointments | 170, 171, 517, 570, 571, and 760, 761 |
| Placements | 702, 703, 713, 721, 769 |
| Pay Actions | 885, 893, 894, and 899 |
| Suspensions | 450, 452 |
| Separations | 330, 356, 357, 386 |

## 1994 OPM Memorandum added the Following NOAs

| | |
|---|---|
| Placements | 740, 741, 770 |
| Pay Actions | 871, 877, 888, 892 |
| Suspensions | 480 |
| Separations | 385 |
| Other | 001, 002, 292 |

# DCIPS HIRES - Simplified System

| Code | Nature of Action | Applicability |
|---|---|---|
| 170 UAM | Excepted Appointment (Permanent) | ✓Non-Federal to DCIPS<br>✓Non-Army to DCIPS |
| 171 UAM | Excepted Appointment NTE (Non-Permanent) | ✓Non-Federal<br>✓Non-Army to DCIPS |
| 570 UAM | Conversion To Excepted Appt (Permanent) | ✓Army to DCIPS |
| 571 UAM | Conversion to Excepted Appt NTE (Non-Permanent) | ✓Army to DCIPS |

**Army DCIPS to Army DCIPS - None of the above !**

# Combining Appointment Types & Tenure Group

| Appointment Type | Tenure Group |
|---|---|
| 1C (Perm Appointment) | 1 = Trial/Prob Period Completed<br>2 = Currently Serving Trial Period |
| 2C (Conditional) | NOT APPLICABLE TO DCIPS |
| 2F (VRA) | NOT APPLICABLE TO DCIPS |
| 3C (Temp NTE 1 Yr) | 0 = Only Applicable Code |
| 3F (Term appt NTE) | NOT APPLICABLE TO DCIPS |
| 4C (NTE > 1 Yr) | 3 = Only Applicable Code |
| 5A (SES Career) | NOT APPLICABLE TO DCIPS |

# DCIPS Unique Legal Authority Codes

## Summary of Authority Codes Used In Concert With UAM

**Grade Band Promotion**
**8IP** **DOD 1400.34-M, CH 3(D)2**

**Recruitment Bonus**
**8IS** **DOD 1400.34-M, CH 5(E)1**

UAM / 10 USC 1601

**Step Increase On Reassignment**
**8IQ** **DOD 1400.34-M, CH 5(E)5**

**Exemplary Performance Award**
**8IR** **DOD 1400.34-M, CH 6(C)4**

# DCIPS Non-Competitive Grade Band Promotion

## DCPDS NOA 702 Promotion

### Differs From Regular 702 Action

### Requires Two Legal Authorities

**UAM / 10 USC 1601**
**8IP / DOD 1400.34M, CH 3(D)2**

*RPA Remark Automatic:*
*"DCIPS Non-Competitive Grade Band Promotion IAW 690-13"*

# DCIPS Premium Recruitment Bonus

## DCPDS NOA

**815**

***"Once In A Lifetime Bonus"***

***Between $500.00 - $10,000.00***

**UAM / 10 USC 1601**
**8IS / DOD 1400.34-M, CH 3(D)2**

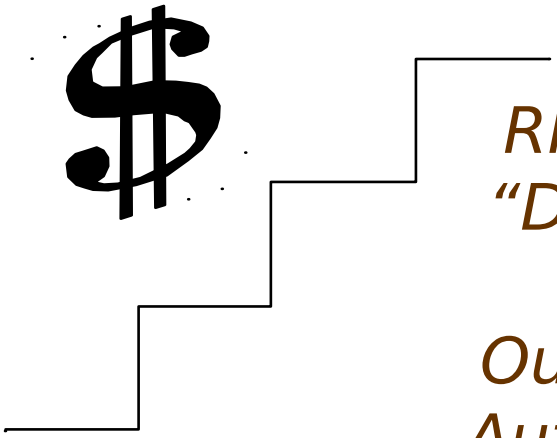
**RPA Remarks Automatic:**
**"DCIPS Recruitment Bonus Service Agreement Signed for Period Of (Date) To (Date)"**

# Step Increase On Reassignment (or Lateral Move)

## DCPDS NOA 721

## ALLOWS OUT-OF-CYCLE STEP INCREASE

**TWO LEGAL AUTHORITIES:** → **UAM**, **8IQ**



*RPA Remark Automatic: "DCIPS Step Increase On Reassignment Outside Commuting Area Authorized By AR 690-13"*

# DCIPS Advanced Hiring Rate

See
AR 690-13
For Policy Guidance

***"DCIPS ADVANCED HIRING RATE. SALARY DOES NOT EXCEED CURRENT COMPENSATION OR OTHER VALID OFFER BY MORE THAN 20%."***

# Exemplary Performance Award

## NOW NOA 894

***FUTURE NOA 871***

- **A Two Step Increase**
- **Can Go Above The Step 10 to 11 or 12**

**TWO LEGAL AUTHORITIES** → **UAM**

**8IR**

(2) RPA Remarks Automatic:

"DCIPS Exemplary Performance Award"

"This DCIPS EPA Increases Base Pay By A Value Equivalent To Two Step Increase"

# Required Data For An EPA

5-A Code **894** Pay Adjustment
5-B Nature of Action Exemplary Performance Award
5-C Code (Legal Authority Code 1) **UAM** 10 USC 1601
5-E Code (Legal Authority Code 2) **8IR** DOD 1400.34-M Ch 6(C)4
**Step Or Rate** Must = 2 Step Increase From Last S
**Pay Rate Determinate**
**Effective Date**
**Salary**
**Basic Pay**
**Date Due (WIGI)**
**Last Increase Date**

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**Step Or Rate** **If above 10 enter 11 or 12**

# What are your questions?

To E-Mail Your Questions, Click on

## DCIPS Customer Service